

Coordinator
Invasive Species Council
Washington Management Service Recruitment Announcement

[Project position: July 1, 2006 – June 30, 2007. Commitment to permanent position expected with 2007 legislative action]

Location: Olympia

Salary: WMS Band 2 (\$48, 500 to \$65,004 annually, depending on qualifications)

Posting Date: June 20, 2006

Anticipated Closing Date: July 12, 2006 (or until filled but not later than August 30, 2006)

Project Background

The 2006 Legislature directed the creation of a new Council and strategy for addressing invasive species coordination in Washington. See ESSB 5385, 2006 Session. Policy-level direction, planning and coordination will help combat harmful invasive species and aid in preventing the introduction of others that may be potentially harmful. The purpose of the Council is to foster cooperation, communication and coordinated approaches to support local, state and regional initiatives for the prevention and control of invasive species (aquatic and terrestrial; plant and animal). Among other tasks, the Council will prepare a statewide strategic plan for invasive species by June 2008, select projects for implementation, issue reports, serve as a forum, and establish priorities for prevention and control.

The Council will be appointed by the early Fall, 2006. It will receive administrative support through the Office of the IAC (OIAC), a small state agency whose primary programs include habitat and recreation facilities grants through the Interagency Committee for Outdoor Recreation and Salmon Recovery Funding Board, natural resources issues coordination, and support to the Governor's Monitoring Forum and the Biodiversity Council. The purpose of this recruitment is to select a staff coordinator to assist the Council's creation, operations, and tasks. The legislature provided IAC with funding to support a professional-level staff person for the remainder of the 2005-07 biennium, and additional funds will be committed for the 2007-09 biennium.

Position Profile and Responsibilities

The coordinator reports to the director of the OIAC and is assigned to serve the Invasive Species Council and its Chair. The coordinator exercises strategic

judgment and creative thinking in pursuit of goals and objectives. The coordinator will:

- Provide leadership in assisting the Council's initial implementation and work plan development to address the tasks in ESSB 5385.
- Assist the Invasive Species Council in developing its vision, protection and prevention strategy, and implementation plan to the Governor and legislature by June 2008. The strategy must be coordinated with the Biodiversity Conservation plan being developed by the Biodiversity Council.
- Secure agreement of the Invasive Species Council on the project scope of work, deliverables, schedule, and budget. Work with the Council chair or co-chairs on meeting planning and preparation. Make presentations to the Council as necessary.
- Develop project recommendations for Council consideration, and oversee production of interim and final project reports.
- As necessary, recruit and recommend hiring any necessary project staff, form workgroups, and develop and oversee consultant contracts. Perform technical and administrative support related to project implementation.
- Communicate with, and provide meaningful involvement for, stakeholders, including, but not limited to, federal, state, and local government agencies; tribal governments; land management interests (forestry, agriculture, land trusts, small landowners, and transportation), and the general public.
- Perform or procure independent research or analysis as needed to implement the Council's work including:
 - Development of pilot projects intended to apply and evaluate methods and incentives.
 - Identification, establishment and/or coordination of inventories and monitoring for invasive species.
 - Development of recommendations to the legislature and policymakers
 - Development of a long-range public education strategy and curriculum focused on the importance of Invasive Species.

Desirable Qualifications

We seek applicants who meet or exceed the following qualifications:

- A college degree with major study in environmental studies, wildlife biology, natural resources, political science, economics, public administration, or closely allied field and at least 4 years experience in a policy or management position;
- Experience in providing professional staff support for policy committees;
- Excellent written and oral communication skills;
- Effectiveness in a complex political environment;
- Ability to secure cooperation and agreement from diverse parties ranging from technical specialists to elected officials;
- Experience in developing strategic plans and written reports;
- Experience in managing projects, including the ability to sub-contract, develop realistic budgets and schedules, and deliver products on time and within budget;
- Experience in managing staff, including recruitment, development, and evaluation;
- Experience working with external stakeholders, including legislators and staff; public and private landowners; private non-profit conservation organizations; and local, state, tribal and federal agencies;
- Knowledge of Washington state government and conservation issues as they pertain to individual government agencies and stakeholders (relating especially to biodiversity and Invasive Species efforts); and
- Understanding of the principles of conservation biology.

We are seeking an enthusiastic and outgoing individual who enjoys providing leadership in a team environment, working on policy development and implementation, working with stakeholders, and who is committed to the Invasive Species Council's mission of creating and sustaining a long-term strategy for the prevention and control of Invasive Species in Washington. The ideal candidate will be an excellent administrator and communicator who is able to handle multiple tasks and work well individually and collaboratively. A strong work ethic, a high level of integrity, and excellent people skills are vital. If you think you meet or exceed these qualifications, you are encouraged to apply for this exceptional opportunity.

Application Procedure

Please submit the following:

- A cover letter, not to exceed three pages, describing why you are interested in and qualified for the position.
- A resume listing names of employers, dates of employment, and degree(s) attained.
- Completion of the attached diversity profile data (voluntary). Information gathered will be used for statistical purposes only and will be kept confidential.

- References are not required at initial application; all finalists will be required to provide professional references when requested.

For consideration, a complete application packet **must be received** by 5:00 p.m., July 12, 2006, at the following address:

Interagency Committee for Outdoor Recreation
CONFIDENTIAL: Coordinator for Invasive Species Council
Attn: Tammy Owings
PO Box 40917
Olympia WA 98504-0917

You may also fax your application packet to (360) 902-3026, or e-mail your packet to tammyo@iac.wa.gov. For information, please call (360) 902-2637.

All letters and resumes will be screened and only those candidates with the most relevant work experience will be invited to an interview. Screening will begin July 1, 2006 and close when filled, but not later than August 30, 2006. Early applications are encouraged.



State of Washington
Department of Personnel
APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential and will be available *only* to authorized personnel. Please review the Affirmative Action definitions below.

Name: _____

Date: _____

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Ethnicity		
Are you of Hispanic Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Race Information (Check All That Apply)		
<input type="checkbox"/> American Indian or Alaskan Native - A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.		
<input type="checkbox"/> Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
<input type="checkbox"/> Black/African-American (Who is not Hispanic) - A person with origins in any of the Black racial groups of Africa.		
<input type="checkbox"/> White/Caucasian		<input type="checkbox"/> Some Other Race (Optional)
Disability Information		
Disability Definition		
For affirmative action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.		
Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, or learning?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Veteran Information

For the purpose of determining seniority for granting preference during layoffs and subsequent re-employment, any person who has one or more years of active military service in any branch of the armed forces of the United States or who has less than one year's service and is discharged with a disability incurred in the line of duty or is discharged at the convenience of the government and who, upon termination of such service, has received an honorable discharge, a discharge for physical reasons with an honorable record, or a release from active military service with evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge is given: Provided, that for the purposes of this section "veteran" does not include any person who has: (1) Twenty or more years active military service, and whose retirement is designated by the armed forces of the United States as "voluntary" as evidenced by the DD Form 214 or other official military records; and (2) Whose military retirement pay is in excess of five hundred dollars per month.

If you are a veteran or a surviving spouse of a veteran of active service in the armed forces of the United States, please provide a copy of the military discharge paper (DD214) or (NGB Form 22). Military credit given based on this document.

Vietnam-era Veteran Definition

A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961*, and May 7, 1975, and was discharged or released with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of the active duty was performed between August 5, 1964, and May 7, 1975. (*Service between February 28, 1961, and August 5, 1964, must have been performed within the Republic of Vietnam in order to qualify.)

Check the appropriate box(es) below:

- ☐ Non/unspecified Veteran Status.
- ☐ Vietnam-era Veteran.
- ☐ Non Vietnam-era Veteran.
- ☐ Separated or Retired Veteran earning less than \$500 month.
- ☐ Separated or Retired Veteran earning more than \$500 month.
- ☐ Separated or Retired Disabled Veteran earning less than \$500 month.
- ☐ Separated or Retired Disabled Veteran earning more than \$500 month.
- ☐ Discharged with a duty-related disability and less than 1 year of service.
- ☐ Honorably Discharged with 1 year + of service receiving less than \$500 month.
- ☐ Surviving spouse of a veteran.

Branch of Military

☐ Air Force ☐ Army ☐ Marine Corp ☐ Navy ☐ National Guard ☐ Coast Guard

Disabled Veteran Definition

A person who is entitled to compensation under laws administered by the U.S. Department of Veteran Affairs for disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veteran's Affairs to have a serious employment handicap, or (C) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. Applicant must provide a letter from the Department of Veteran's Affairs Secretary confirming employment handicap as it relates to item (B).

If you are a disabled veteran, state your percent (%) of disability _____ %

The Public Records Act, RCW 42.17.250, et. seq., requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.